

Managing your NHS OpenAthens Account

For all of these tasks please go to www.evidence.nhs.uk



Click on **Journals and Databases**, then **Sign-in to NHS Athens**



Forgotten your NHS Athens username?

All NHS Athens usernames follow a pattern: nhs, first initial, surname, three numbers, eg nhsasmith999

If you have forgotten your NHS Athens username you can log into the Journals and Databases on NHS Evidence using your email address and your password. *This must be the email you used when you registered.*

To find out your NHS Athens username click on **My Account** in the top right hand corner (see overleaf).

If you are having problems please contact your Healthcare Library to find out your NHS Athens username from your Athens administrator.

Forgotten your NHS Athens password?

All NHS Athens passwords are a minimum of 6 digits and must contain a number. You do not need to change your password on a regular basis.

If you need to reset your password click on [Sign-in to NHS Athens](#) and then on the [Forgot your password?](#) link. You will be asked to supply your NHS Athens username and your email address.

If you cannot remember your username please contact your Healthcare Library to have your NHS Athens password reset by your Athens administrator.

My Account (click on My Account in the top right hand corner of screen)

Changing your NHS Athens password

If your NHS Athens has been reset by your Athens administrator you will be asked to change your password when you next log in. To do this click on **My Account** and then [Change your password](#).

Changing your email address

You can change your email address linked to your NHS Athens account by clicking on [Change your email address](#). Enter your new email address and click **SUBMIT**. An email will be sent to your new email address with a link and an activation code. You must click on this link to confirm your new email address **within the next two days**.

Changing your NHS organisation

If you move to another NHS organisation you can transfer your NHS Athens account. This is a two-stage process. First change your email address if you are registered with a work email. Once your email address has changed you can then change your organisation by clicking on [Change your organisation](#) and updating your details.

What do I do if my Trust has merged with another Trust or has changed the format of its emails?

Large organisational changes, such as Trust mergers and changes of email, will be managed by your Athens administrator. You do not need to do anything.

What do I do when I get an expiry email?

NHS Athens accounts are valid for two years unless you have indicated that you are on a fixed term contract. You will receive an email one month before your account expires. Please contact the Athens administrator listed in the email to have your account extended, giving the date your contract ends where applicable. NHS Athens accounts are deleted three months after they have expired.